

*Source Reference*

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MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

SUBJECT: Progress Report of the Executive for Inspection  
and Security for the Month of November 1947.

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I. PROGRESS FOR NOVEMBER

A. Status of Security within CIA

1. There is an increase in the number of security violations during the month. This is attributable in part to the increased number of man hours expended by security officers and investigation of contents of desks, rooms, etc. For greater security coverage action has been initiated to increase the number of security officers in certain of the larger offices. It is felt that one security officer in an office of 250 people is inadequate to attain the degree of security so necessary in our operations.

2. Action has been undertaken to restrict admittance to cafeterias in M and Q buildings to CIA employees only and, such action awaiting final action by PBA.

3. With the establishment of building security for [REDACTED], also CIA installations except map intelligence are operated under full CIA security. It is expected that map intelligence will be brought under full CIA security control during the coming month.

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4. This office is fully aware of the difficulties incurred by the operating offices as a result of the length of time required by the FBI for investigations of personnel. Recently this time element has been increased to an average of 57 days. I & S is making every effort possible to improve this condition and has within its own office reduced the time of appraisal and handling by 50% since June 1947.

from abroad for the purpose of securing intelligence information and  
eliminate  
Dec . 8, 1947

B. ACCOMPLISHMENT OF BRANCHES AND DIVISIONS

5. Security Control Staff

a. Contact Security policies established or in process of  
determination for:

National Security Resources Board  
Department of Justice  
National Academy of Sciences  
National Research Council  
Department of Commerce  
Board of Geographic Names, Department of Interior  
National War College

b. Determine the security eligibility of designated representatives  
of the Atomic Energy Commission to sit on the CIA reading panel.

c. Conducted study of current procedures concerning interrogations  
and presentations of U. S. Government officials returning to this country  
from abroad for the purpose of securing intelligence information and  
eliminate *discussion* of operational methods and identification of  
field personnel.

d. Handle numerous security policy decisions on matters such as:

Content of applications for Civil Service examinations;  
Release of thesis for Master's Degree;  
Clearance of speeches;  
Clearance of material for publication;  
Clearance of private correspondence;  
Opinions and interpretations relative to security problems.

e. Coordinated with JCS for determination of security policy  
decisions whereby ~~Army~~ <sup>Army</sup> Service Schools as National War College will  
submit specific requests for intelligence material to the originating  
agency rather than to CIA as the overall coordinating agency.

f. Discussions with CIA offices for the purpose of determining

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security controls necessary on release of intelligence material to the Congress of the United States. An instruction is now being circulated for official concurrence of offices concerned.

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6. INVESTIGATIONS DIVISION

- a. An improved procedure for the handling of anonymous and "crank" letters has been initiated by reference index to insure a better analysis by a check on the writer and the subject matter reported.
- b. A system of priority has been established whereby personnel transferred for actions within the CIA, which are acted upon by the Investigations Division, are handled and processed thus normally completed the actions within an hour after they have been received by the Division.
- c. Daily liaison with the Office of National Intelligence and the Office of the Director of Intelligence, Department of the Army has been established and reduce the time element of name checks against the files of these organizations from 4 to 6 weeks to 1 to 3 weeks.
- d. Status of investigation is as follows:

~~SECRET~~2. Identification Division:

a. Obtained greatest volume to date of production of security investigations.

b. Planned new revision of employment of Reference Index upon transfer of files.

c. Status of investigations is as follows:

(1) Number of cases in process in the FBI		
as of 1 October 1967	362	
Number of cases in process in I & S		
as of 1 October 1967:	130	
Total cases in process as of		
1 October 1967:		492
Number of cases forwarded to FBI		
during period:	139	
Number of files awaiting action:	4	143
less number of files awaiting		
action as of 1 October 67:	21	
Number of requests for clearance		
during period:		132
		624
TOTAL FILES:		
Number of Approvals	177	
Number of Disapprovals	13	
Number of cases closed before completion	14	
Total cases closed during month		204 ✓
Cases in process in FBI as of end of		
month	256	
Cases in process in I & S as of end		
of month	164	
Total cases in process as of end of		420
<p>This is a rotating figure which includes 57 completed applicant cases awaiting appraisal. All will have been appraised within one week. It also includes 63 low priority cases concerning reinvestigations of persons on duty.</p>		

(2) Name checks for [REDACTED]

(a) Number pending last day of previous month	270
(b) Number requests received during month	614
(c) Number completed during period	624
(d) Pending	288

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7. PHYSICAL SECURITY DIVISION

a. During the month security controls were established on documentary and ~~building~~ building security for the Foreign Documents Branch.

b. Prepared Administrative Instruction for security, documentary and building controls of Contact Branch and [REDACTED]

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c. Held a meeting of CIA Security Officers and adopted certain measures and designed to increase the effectiveness of document security.

d. Met with a meeting of Security Officers of the Atomic Energy Commission whereby to establish a liaison working arrangements ~~whereby~~ security ideas and methods will be exchanged for the mutual benefit of the two ~~mutx~~ organizations.

e. Security violations for the month:

(1) Open Safes	15
(2) Exposed TOP SECRET Material	1
(3) Exposed Classified material	<u>8</u>
TOTAL	24

No security violations were reported from the Director's office, ICAPS and I and S. During the month of October the above violations occurred in ORE, OO, and OCD.

PROJECTS AND PLANS FOR DECEMBER

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8.

1. Further meetings and discussions will be held for consideration. The establishment will follow plan for decentralized TOP SECRET control in order to effectively record and control the dissemination of TOP SECRET information circulated within CIA.

2. Conduct contact security policy surveys of approximately 5 non-IAC agencies.

3. Completion of coordinated policy decisions governing dissemination of intelligence material to the Congress.

4. Completion of action to govern the procedures concerning the intelligence interviewing of returning of returning United States officials.

5. Continuing study for long range planning concerning the reproduction of irreplaceable ~~ex~~ classified organizational and substitutive intelligence material by microfilming and other means and storage of same in a secure area outside of Washington for the purpose of reconstituting CIA operations in the event of an emergency which would destroy Washington CIA operations.

6. A survey will be conducted for the purpose of establishing security regulations to adequately protect highly classified information in the central translation service of the Foreign Documents Branch, OO, in view of the number of employees in that Branch of foreign background and connections.

7. A security survey of document reproduction operations in CIA will be conducted for the purpose of ~~establishing~~ establishing adequate security controls over methods and procedures employed in reproduction.

8. Survey for the purpose of establishing a greater degree of quality



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9. A visual card filing system, similar to an IBM system will be instituted to effectively index information developed during the investigation of CIA personnel.

10. Two members of the audit staff, having completed their indoctrination, will prepare audit procedures preparatory to engaging in the first audit.

11. Completion of the previous inspection reports.

12. Preparation of inspection schedule for the calendar year 1948.

13. An additional study of the detailed function of CIA offices and operations for audit and inspection purposes.

#### INSPECTIONS AND AUDIT DIVISIONS

1. The first field inspection was completed during the month. Reports of this inspection are being prepared and will be forwarded to the Director of Central Intelligence.

2. Two members of the Audit Division staff now on duty are completing CIA accounting indoctrination in the various financial and accounting sections of CIA. Processing prior to employment continues in connection with the balance of the auditing staff. The third member of the inspection staff has entered on duty and is receiving indoctrination preparatory to assuming his responsibilities.